

16 MAY 1960

MEMORANDUM FOR: Director of Training

SUBJECT: Signal Center Contingency Force

1. During January of this year, the Deputy Director (Support) approved the establishment of a Signal Center Contingency Force. The purpose of the Force is to have available a number of employees for immediate temporary assignment to the Office of Communications when emergency situations create requirements which exceed the resources available from within the Office of Communications. It had been planned to designate the employees who would comprise the Contingency Force from among on-duty clerical employees of Offices under the DD/S, such employees to be identified and trained while in the Interim Assignment Section prior to reporting formally to the Offices of their official assignment. For this purpose, DD/S Offices were given quotas of personnel who would be earmarked for the Contingency Force. The quota assigned to the Office of Training was 4.

2. The procedure summarized above has not been implemented because of the small number of clerical assignments made to DD/S Offices during the past several months. Moreover, only a few such placements are anticipated during the remainder of the current fiscal year. Therefore, the Deputy Director (Support) has instructed the Office of Personnel to begin implementing the Contingency Force program without further delay by designating clerical personnel who are now assigned to the DD/S Offices for whom quotas had been established. The revised plan provides for a phased build-up of the Force with an initial group to be designated before 1 June 1960. For this initial group, your quota is 1 employee.

3. The Office of Communications will coordinate training schedules for each designated member of the Contingency Force. Provision will be made for one full week of basic training, and designees will thereafter be released by their parent offices for one day of training per month, during normal working hours.

JOB NO. 30X NO. 5
IN CLASS 1 DECLASS. CLASS CHANGED TO 100-22
NEXT REV DATE 10/6/60
NO. PGS 2
REV CLASS 5
DECLASS. AUTH: HR 70-3
DOC. NO. 5
C RET. INST. 22
TYPED DOC. 02
ORG COM 32
11 ORG CLASS 5

SECRET

SUBJECT: Signal Center Contingency Force

4. Individuals trained for this program will be available for detail to the Signal Center for temporary full-time duty in the event of a communications emergency. A declaration of a communications emergency will be made by the Deputy Director (Support) on recommendation of the Director of Communications.

5. Following the end of the fiscal year, it is expected that a return to the original program will be feasible and that the necessary numbers to fill the quota mentioned in paragraph 1, above, will be selected and trained while in a Pool status prior to reporting to your Office for permanent assignment. A total of not less than 10 persons will be designated within the Interim Assignment Section during each month following 1 July 1960 to the extent such available employees are scheduled for assignment to DD/S Offices. If the number of such available employees is insufficient, the quotas will be filled by the designation of persons already assigned to the appropriate Offices.

6. The Chief, Personnel Operations Division, has been given the responsibility for coordinating this program with the Office of Communications. His representative will deal directly with your Support Staff in taking the necessary steps to implement this revised plan.

Gordon M. Stewart

Gordon M. Stewart
Director of Personnel

Distribution:

Orig. and 1 - Addressee ✓
1 - DD/S
1 - D/Pers
1 - D/CO
2 - C/POD

SECRET